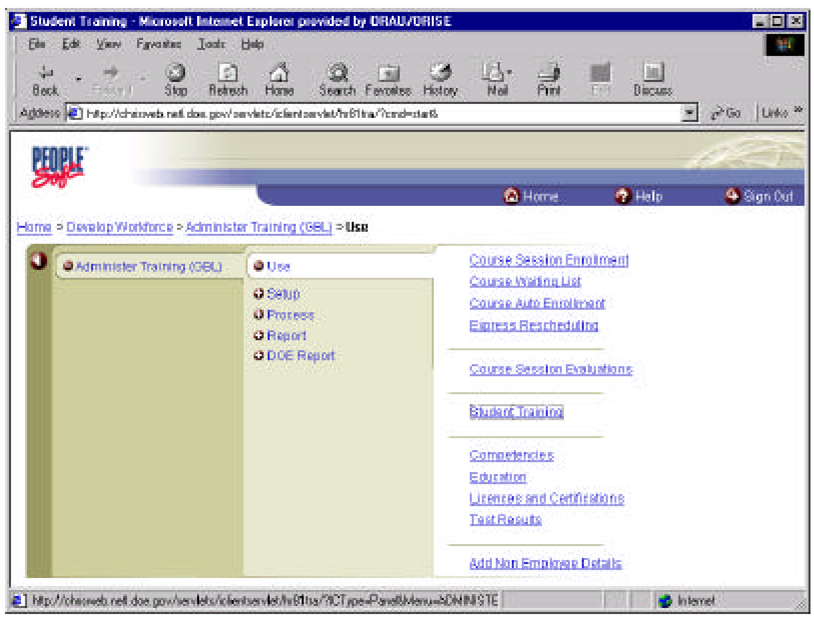
**Registering a Student for External Non-costed Training**

An individual may be registered for a specific external course session with no costs.

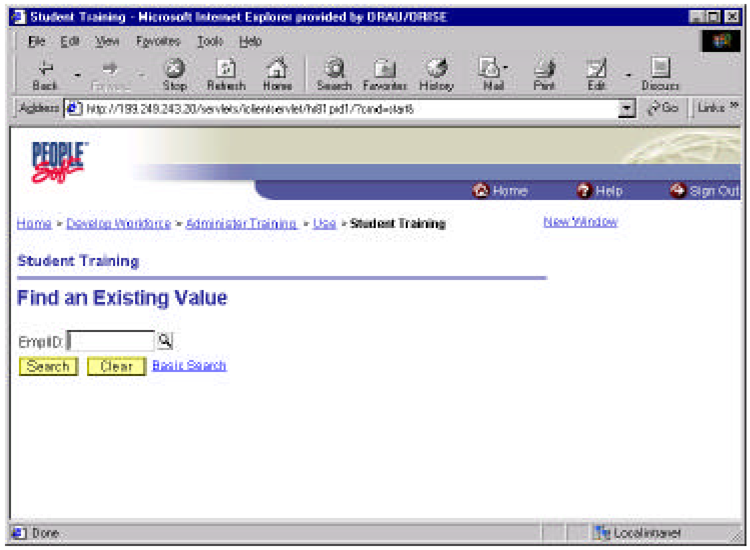
This is the only screen that can be used for registration of an external course.

To register a student for a non-costed external course:

1. At the "Home" screen, click on "Develop Workforce."
2. Click on "Administer Training (GBL)."
3. Click on "Use."
4. Click on "Student Training."

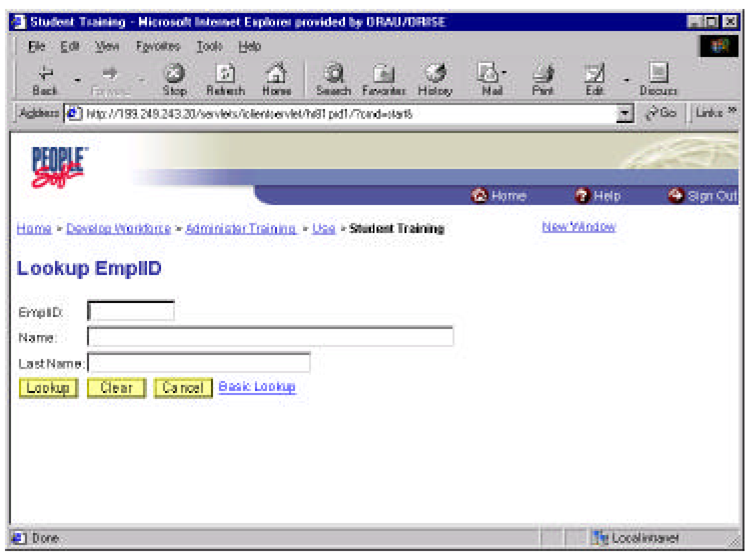


The "Student Training" screen is displayed.




5. Enter the employee's ID number or click on the magnifying glass.

   When you use you click on the magnifying glass a search screen is displayed.




6a. Enter the employee's name in the " Name" field.

   Use the PeopleSoft convention: Lastname,Firstname

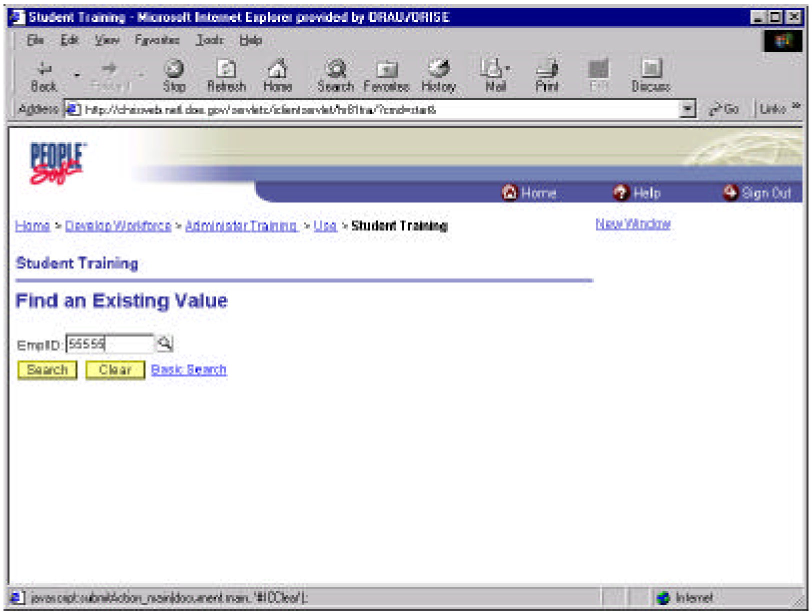
6b. Or, enter the last name in the "Last Name" field.

7. Click on the "Lookup" button.

   CHRIS displays a list of all DOE employees with that name. However, users will be able to access only the employees associated with their organizations.

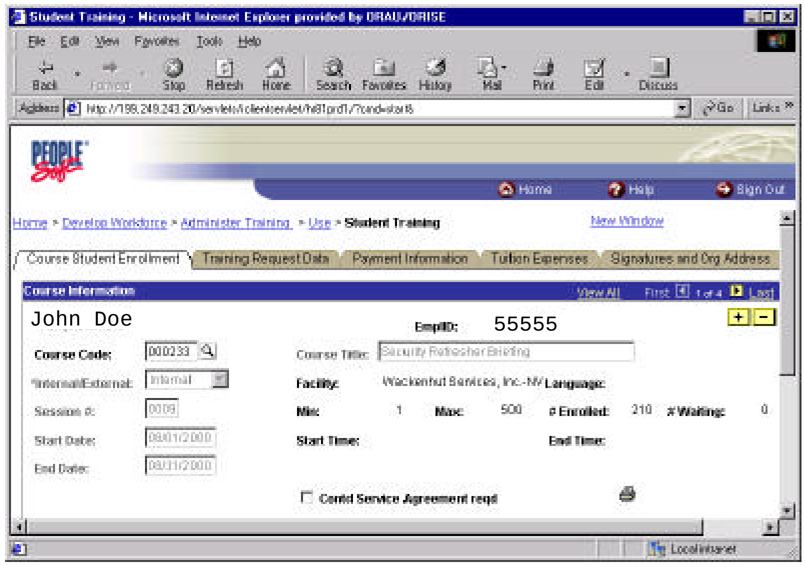
8. Click on the employee to be registered.

   The employee ID number is displayed.




9. Click on "Search."

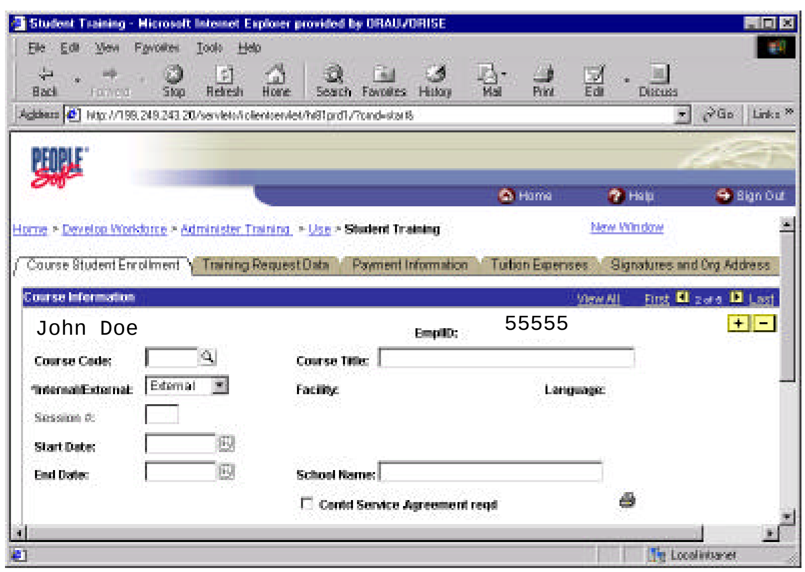
The "Course Information" screen (the employee's training record) is displayed.




**To register the student, INSERT A ROW, if other Course Information is already present.**

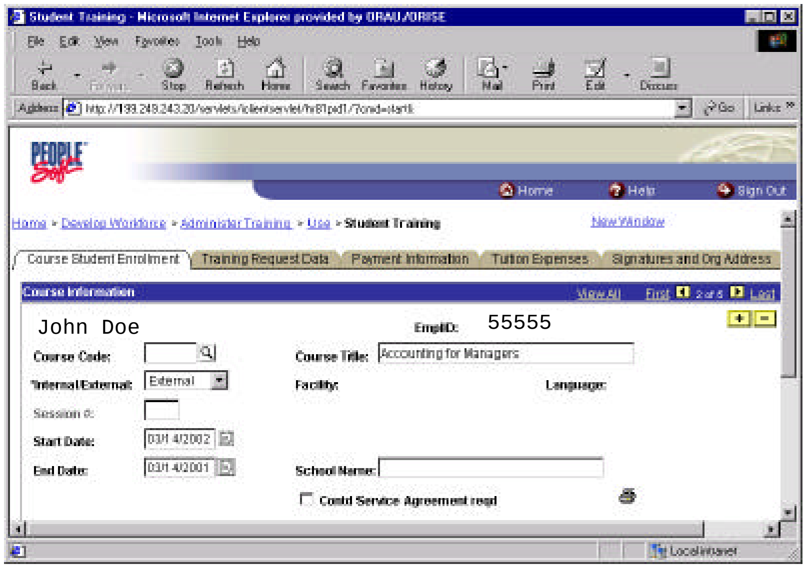
10. Click on the  to insert a row.

A new screen is displayed requesting the course and student information.

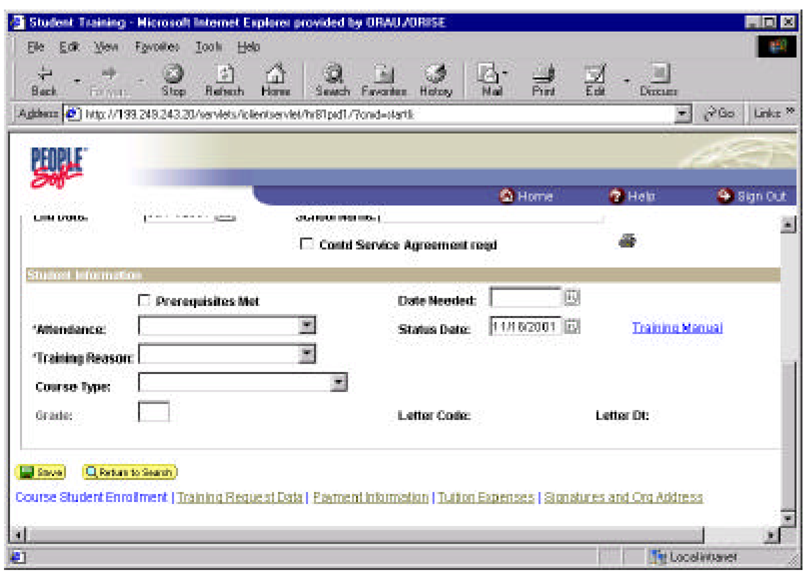


When registering an employee for an **external** class, bypass the course code.

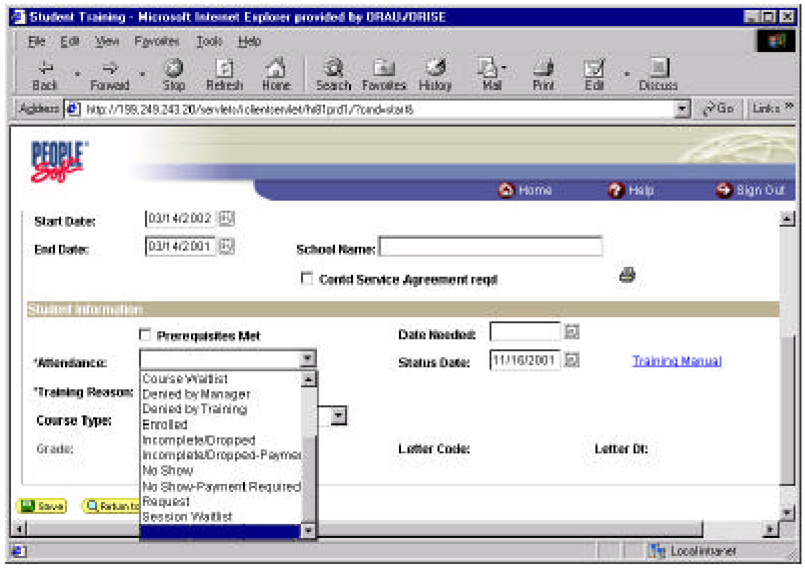
11. Enter the "Course Title" and "Start/End" dates.




12. Scroll down to see the remaining portion of the screen.




13. Click on the down arrow to the right of the "Attendance" field to display a list of possible student status levels.




## Attendance Levels

BUSINESS RULE

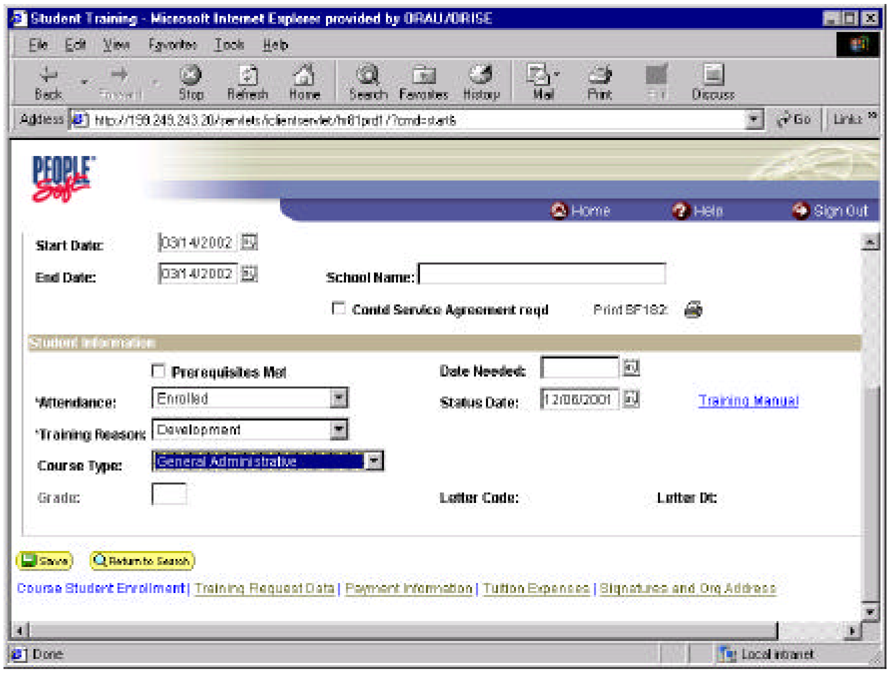
The attendance levels are in alphabetical order and are defined in the glossary. Each local DOE office may use its discretion at which attendance level to begin tracking training requests.

## Training Reason

"Training Reason" is a required field.

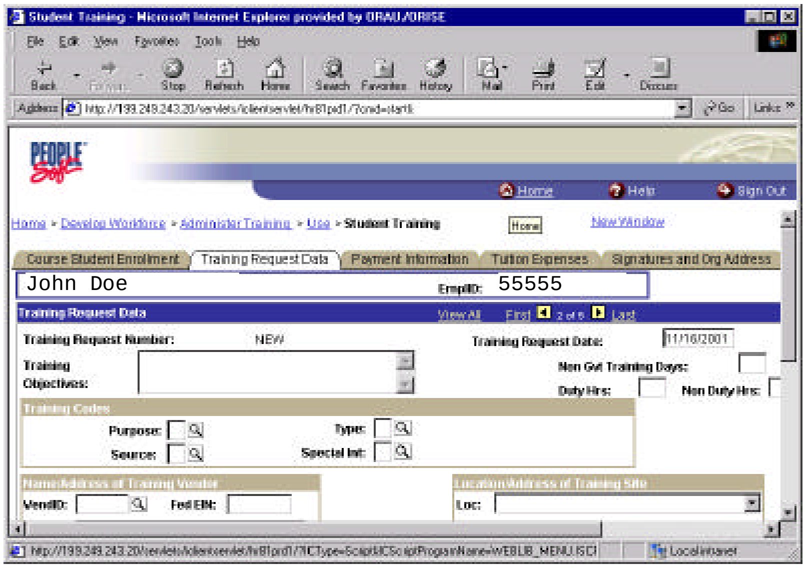
14. Click on the down arrow to the right of the "Training Reason" field to select the reason.

15. Click on the down arrow to the right of the "Course Type" to select the type of course.



16. Click on the "Training Request Data" tab.

    The "Training Request Data" tab is displayed.



17. Enter the "Training Objectives" if known.

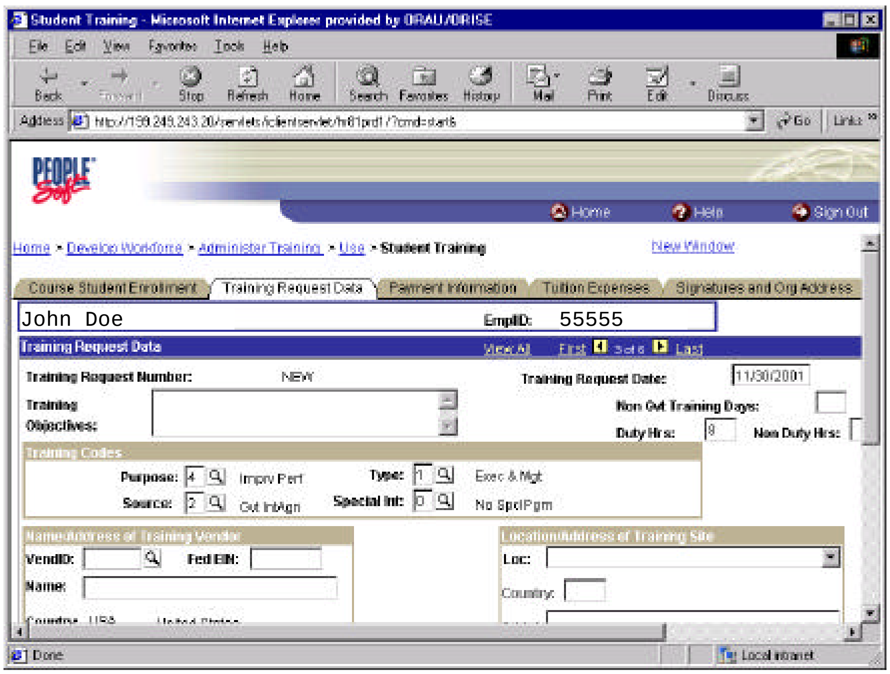
18. Enter the number of hours for the class in the "Duty Hrs" field and/or "Non Duty Hrs" field.

**Note:** This is the only way that the hours will be placed in the student's training record.

There are four training codes to enter.

19. Enter the code next to each field. If the code is not known, press the magnifying glass to the right of the* field to display the values for that field.

All four training codes are entered.

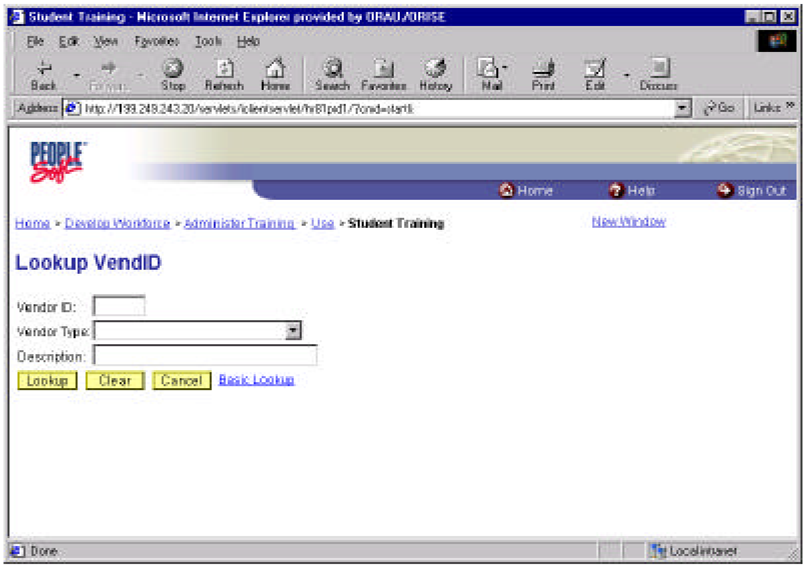



There are currently over 700 vendors in the system. Make sure to check for the vendor's name prior to entering it into the vendors table.

To check for a vendor:

20. Click on the magnifying glass to the right of "VendID."

The "Lookup VendID" screen is displayed.




**Preferred Vendor Search Tips**

The user can also narrow the search to vendors containing a certain word within the name.

To obtain a list of vendors starting with a letter, type the capital letter in the description field and click on "Search."

- For example, typing "M" will display all vendors beginning with "M."
- Enter in the "Description" field a "%" sign (no quotes) and the word.
- Click on the "Search" button.
- Only vendors *containing* the word will display.

- For example, in the "Description" field, enter a % sign and the acronym USDA, e.g., %USDA.
- Click on the "Search" button.

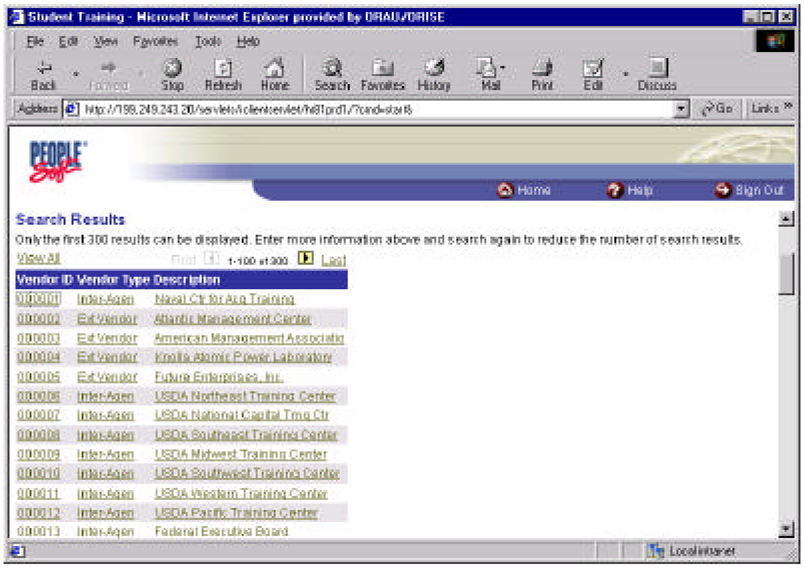
Vendors containing the word "USDA" within the name will display.

Reminder: The system is case sensitive; the word entered will be searched for exactly as it is entered.

21. Enter the vendor's name in the description field or a word in the vendor's name with a percent sign. (e.g., %management%, %USDA%)

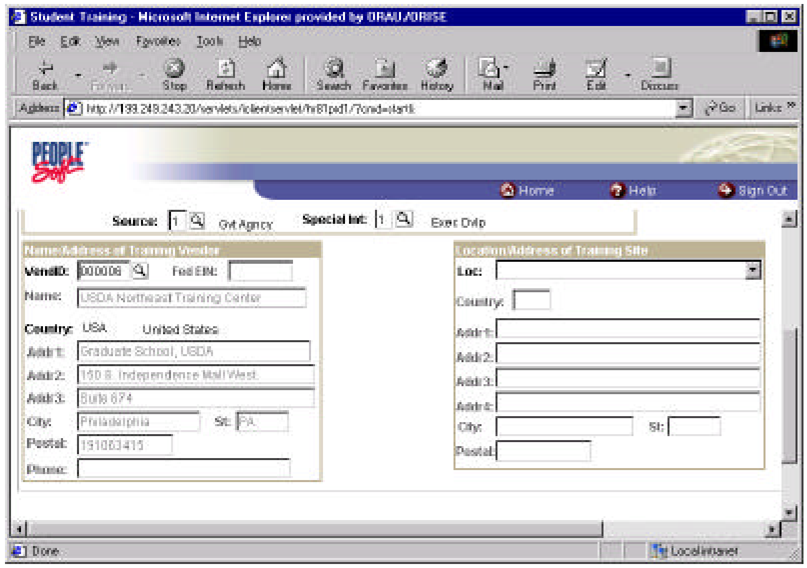
22. Click on the "Lookup" button.

A list of vendors is displayed.



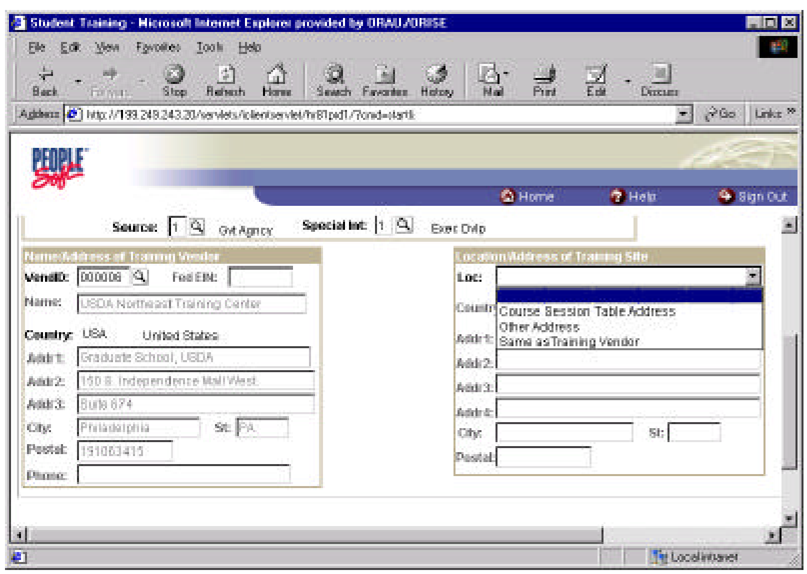

23. Click on the vendor for the course.

The vendor ID is placed in the field, the vendor's name and address are also filled in.




24. Enter the "Fed EIN" if it does not appear. This is the Taxpayer's Identification Number and may be obtained by calling the vendor.

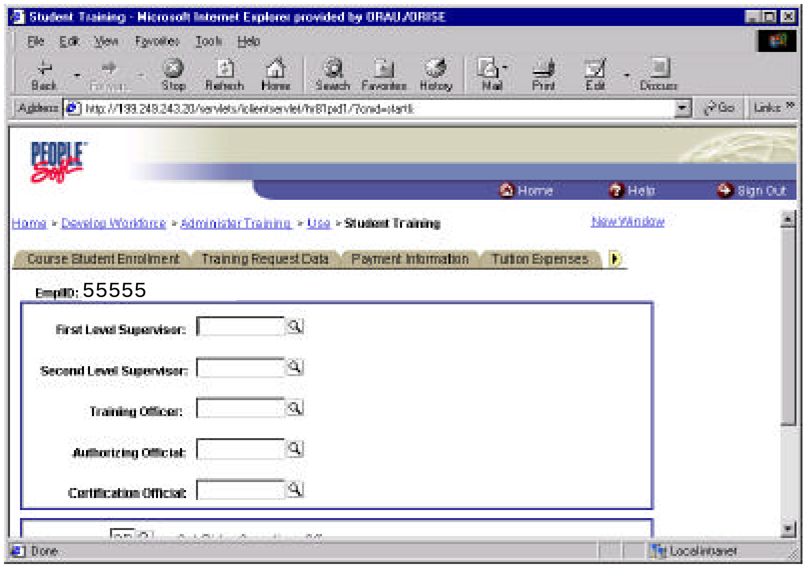
25. Click on the down arrow to view the choices for location of training.




26. Click on the appropriate choice.

If the location or address of the training is different from the vendor's address, select other address and enter the information under the "Location/Address of Training Site."

27. Click on the "Signatures and Org Addresses" tab.




On this tab you can enter the names to print out on the SF-182. Click on the magnifying glass to search for and enter the appropriate name in each field.

**Note:** The names you enter will remain and print out with titles on all subsequent SF-182s. If a temporary change is needed to accommodate other signatures, you can make the changes, print the SF-182, and then change the names back.

28. Click on the "Save" button.

The class has been entered into the student's record.

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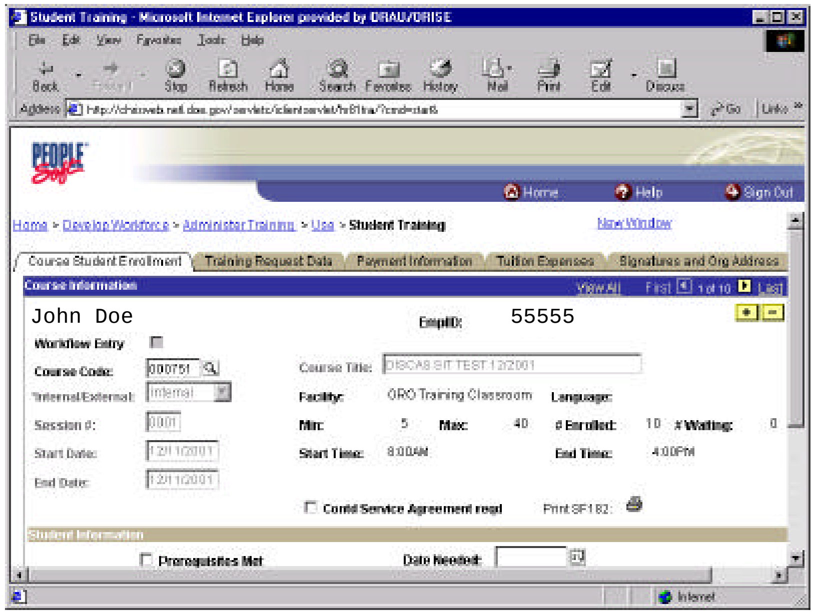
**Printing SF182 from Student Training**

You can print the SF182 after completing and saving the information required for each tab of the "Student Training" screen.

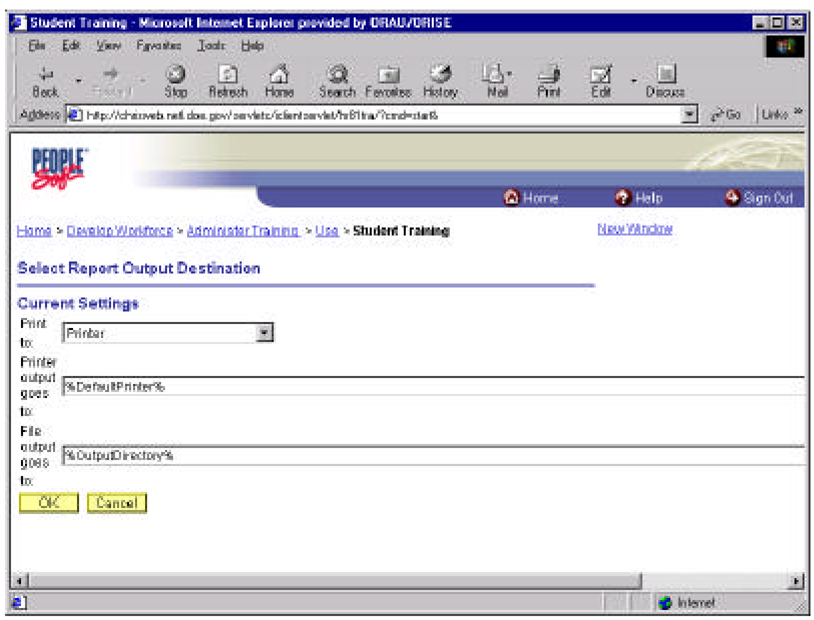
To print the SF182:

1. Click on the "Course Student Enrollment" tab.



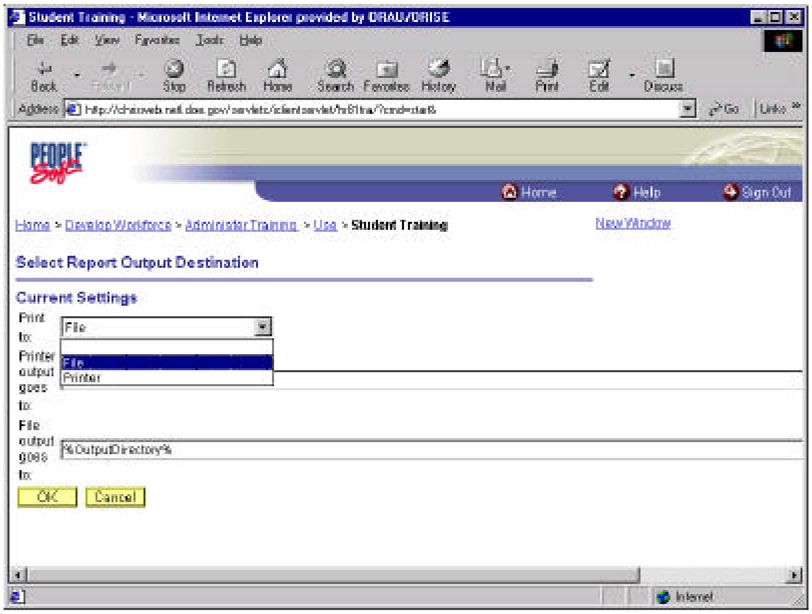

The "Course Student Enrollment" screen is displayed.

2. Click on the "Printer" icon located to the right of "Print SF182."

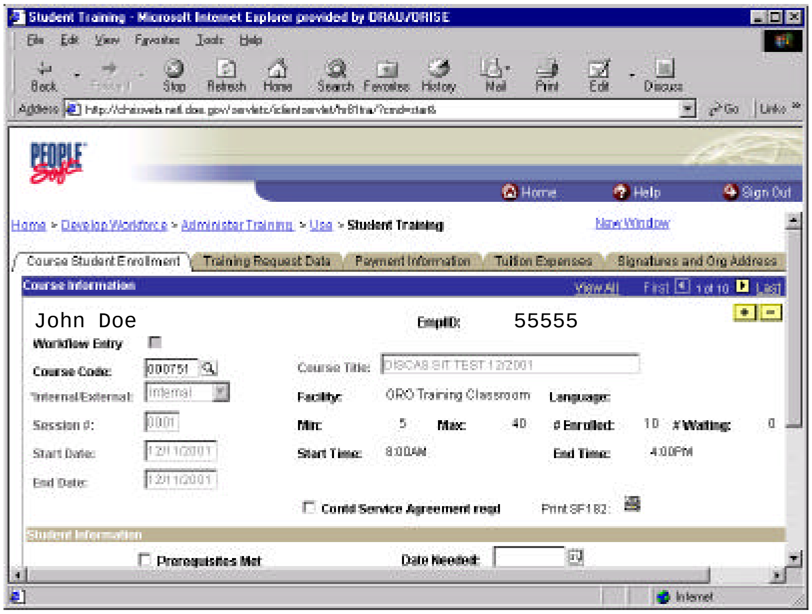



The "Select Report Output Destination" screen is displayed. The default setting is "Printer."

3. Click on the "down arrow" and change "Printer" to "File."



4. Click the "OK" button.



The "Student Training" screen is displayed.

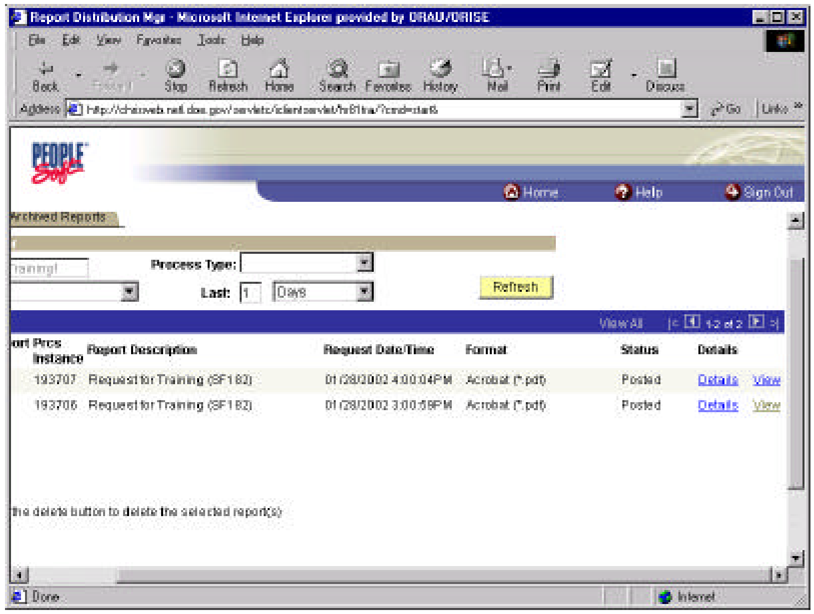
5. Click on "Home."

6. Click on "People Tools."

7. Click on "Report Manager."

8. Click on "Inquire."

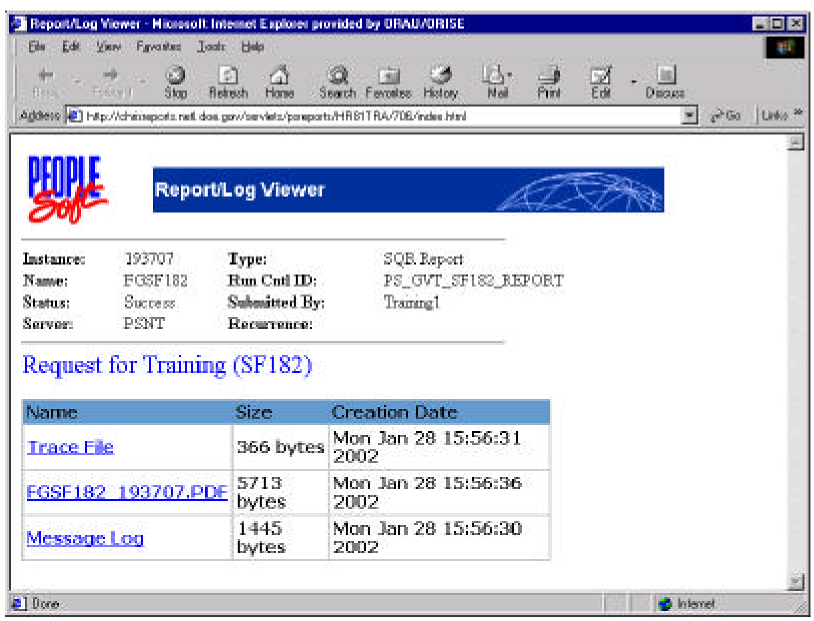
9. Click on "Report List."




The "Report List" is displayed.

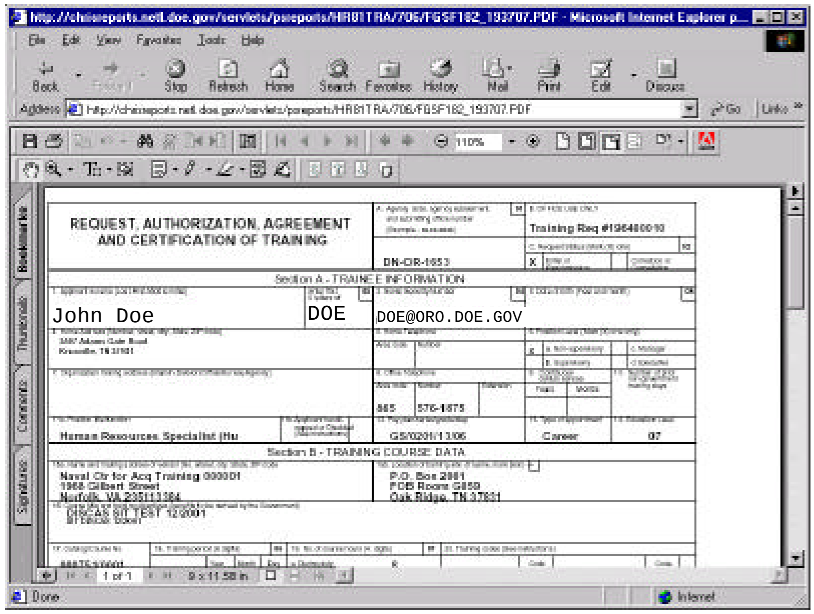
10. Scroll to the right of the screen to display the "View" link.

11. Click on "View."



The "Report/Log Viewer" screen is displayed.

12. Click on the ".PDF" link.




The SF182 is displayed.

13. Click the "Printer" icon to print the SF182.

The SF182 is printed.